

U.S. Department
of Transportation

**United States
Coast Guard**



Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-WRI
Phone: 202-267-0413

COMDTINST M1080.10E
JUL 20 1999

COMMANDANT INSTRUCTION M1080.10E

Subj: **MILITARY PERSONNEL DATA RECORDS (PDR) SYSTEM**

1. PURPOSE. This Manual establishes policy and prescribes procedures for administering the Military Personnel Data Records (PDR) System, applicable to active duty and reserve forces, officers, and enlisted personnel.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters (HQ) shall ensure compliance with the provisions of this Manual.
3. DIRECTIVES AFFECTED. Military Personnel Data Records (PDR) System, COMDTINST M1080.10D is canceled.
4. PROGRAM RESPONSIBILITY.
 - a. Commandant (G-WRI) is responsible for the Military PDR System and has delegated administration of the Headquarters PDR system to Commander, Coast Guard Personnel Command, CGPC (adm-3).
 - b. Units that submit electronic pay or personnel information are responsible for notifying members via their unit commanding officer of transactions submitted about them. Enclosure (2) of this Manual further explains this matter.

5. CHANGES.

- a. Shifts the location of most original paper documents from HQ PDR to the Personnel Reporting Unit (PERSRU) PDR, since HQ PDR documents are electronically imaged and stored, with backup copies stored off-site. Except for OERs, units will retain original paper documents and mail only the best possible copy to CGPC (adm-3) for electronic imaging.
 - b. Eliminates maintaining paper documents in the HQ PDR effective 1 November 1999. However, CGPC will retain original paper documents already filed in the HQ PDR until a member's final separation, unless this Manual indicates other disposition.
 - c. Returns original Officer Evaluation Reports (OERs) to reported on officer after CGPC has imaged the OER into the electronic system (was filed in the HQ PDR).
 - d. Eliminates the requirement to send purged PDR documents to members because Leave and Earnings Statements, Personnel Data Extracts, Unit Personnel Reports, etc. provide other forms of feedback to members. Coast Guard members still may obtain copies of their own personnel information.
 - e. Removes CG-5274 as a PDR document in accordance with the Military Personnel Security Program, COMDTINST M5520.12A, and the program manager's subsequent decision. Any remaining CG-5274 discovered in a PDR may be destroyed.
 - f. Removes the requirement to send the original CG-3307 with the CG-3788 (series) to HRSIC and prescribes including a copy of the appropriate CG-3307 with the CG-3788.
 - g. Changes the method of filing documents in the PERSRU PDR's Section I from grouping by form type to inter-filing all form types chronologically, with the oldest document on the bottom and most current on top.
 - h. Eliminates requirement for PERSRUs to retain Leave and Earnings Statement (LES) paper copies for 12 months and allows PERSRUs to retain LESs for 3 to 12 months.
 - i. Eliminates requirements to maintain the Advance Orders for Mobilization, CG-4911; Reserve Career Development Interview/Request for ADT Orders Form, CG-5529; and VHA Offset Worksheet, CG-5425.
 - j. Eliminates the requirement to indicate the member's blood type on the PDR.
6. PRIVACY ACT REQUIREMENTS. All personnel using or maintaining PDRs and preparing associated documents must maintain these records and documents' security and integrity at all times. Personnel must exercise care to ensure unauthorized disclosure does not occur and records and documents are properly disposed of, specifically by shredding or other secure disposal methods. **Disposing of documents in daily trash is not proper**

disposal. Recycling shredded material is authorized and encouraged. CGPC (adm-3) will shred paper documents sent to it for imaging only after it has received notice of off-site backup. See enclosure (6) for additional information and requirements.

7. THE PDR SYSTEM.

a. Background.

- (1) Since its inception in March 1989, the PDR system continues to change as technology permits us to rely more on electronic data. In June 1997, we announced the HQ PDR's transition to electronically scanned documents with retention of some paper originals. Electronic data provides greater flexibility in data retrieval and reduces costs associated with maintaining paper documents.
- (2) PDR data frequently serve as the basis for determining Coast Guard responses to Personnel Records Review Board (PRRB) and Board for Correction of Military Records (BCMR) applications. Accordingly, information sent to CGPC (adm-3) for electronic imaging should be the best possible copy of original paper documents.

b. Definition.

- (1) Except for travel claim documentation, the PDR System is the only system of military personnel records authorized for personnel documents retrievable by a personal identifier. Enclosure (2) describes how to maintain PDRs. Enclosure (6) describes how to protect official unit travel claim files.
- (2) The PDR System retains only those specific military personnel records necessary to manage the Coast Guard military workforce. Each of these organizations maintains a PDR for each member:
 - (a) Headquarters (electronic data). The HQ PDR consists of the electronically scanned documents enclosure (3) authorizes for scanning. Commander, CGPC (adm-3) will destroy copies received of documents not authorized for scanning, except as noted in Paragraph 7.b.(2)(e)3. Units should check the list of authorized documents before forwarding; see enclosures (1) and (3).
 - (b) Human Resources Service and Information Center (HRSIC) (electronic data).
 1. The CG Human Resources Service and Information Center, Topeka, KS, maintains the HRSIC PDR database of personnel and pay data.
 2. The Servicewide Examination (SWE) Personnel Data Extract (PDE) is personnel information (TIG, TIS, awards, courses, marks, exam board OPFAC, etc.) from the Enlisted Performance Evaluation System, PMIS/JUMPS, and CG Institute databases. HRSIC uses this personnel

3. information to determine a member's eligibility to participate in the SWE and compute final multiples for advancement eligibility lists.

(c) PERSRU. The PERSRU PDR is designated as the primary field PDR; see enclosure (4).

(d) Unit PDR (optional). Units maintaining personnel and pay documents must file them in the Personnel Data Record, CG-5354; see enclosure (5).

(e) Medical Records.

1. The Medical Manual, COMDTINST M6000.1 (series), prescribes how to maintain the Medical Personnel Data Record (MED PDR), CG-3443, also called the "Health Record".

2. Send the MED PDR to Commander, CGPC (adm-3) **ONLY** on a member's final separation as indicated in enclosures (2) and (8) and the Medical Manual, COMDTINST M6000.1 (series). **DO NOT** give an original MED PDR to a member on final separation.

3. Medical documents are not scanned into the HQ PDR. If received in error, Commander, CGPC (adm-3) will return them to the unit.

(f) National Personnel Records Center (NPRC), St. Louis, MO. The NPRC PDR consolidates all a member's PDRs. Commander, CGPC (adm-3) combines these records after a member's final separation.

c. PDR Description.

(1) The Personnel Data Record (PDR), CG-5354, is a four-partfolder. The level maintaining the PDR must be identified on the PDR folder's front cover, e.g., the PERSRU PDR will clearly indicate "PERSRU PDR".

(2) (2) The divisions within HQ, PERSRU, and unit PDRs are mandatory. The HQ or PERSRU PDR file may contain ONLY documents this Manual specifies; see the enclosures for more detailed information.

8. CORRECTING THE PDR.

a. General. Documents will be:

(1) Corrected or removed from the HQ PDR as authorized by Commandant (G-W), (G-WT), or Commander, CGPC (adm-3/epm/opm/or rpm). Commander, CGPC (adm-3) will return ORIGINAL documents received not authorized for filing to the appropriate addressee. However, Commander, CGPC (adm-3) or Commandant

(G-WT) will destroy **COPIES** of documents not authorized for filing except as noted in Paragraph 7.b.(2)(e)3 above;

- (2) Corrected or removed from the PERSRU PDR only when supported by adequate documentation;
- (3) Corrected by Training Center, Cape May, NJ, for recruits' Social Security Numbers, names, and birth date recorded incorrectly;
- (4) Corrected by the Human Resources Service and Information Center for changes or corrections to name, Social Security Number, birth date, or minority designator;
- (5) Corrected or removed as directed by Commandant (G-W), (G-WT); Commander, CGPC (adm-3/epm/opm/or rpm); the PRRB; or BCMR;
- (6) Corrected or removed only as Commander, CGPC(adm-3/epm/opm/or rpm) or Commandant (G-WT) authorize in all other cases not requiring administrative discretion;
- (7) Filed according to existing instructions when a new document replaces an existing one. For PDR purposes, file the new document in the same manner as the old one;
- (8) Processed as outlined in enclosure (6).

b. Amending documents contained in the PDR:

- (1) A member may request the organization holding the record to amend his or her PDR information. PERSRUs will correct information within their scope when a responsible party, e.g. member, command, HRSIC, HQ or CGPC, so notifies and provides necessary supporting documentation.
- (2) If the PERSRU can not effect the change, it will send the request to the cognizant authority for a determination. In all cases, the PERSRU must give the member a copy of its request for amendment or advise the member it has sent the request to a cognizant authority for determination.

9. RECOMMENDATIONS TO IMPROVE THE MILITARY PDR SYSTEM.

Submit recommendations to improve the PDR system to Commandant (G-WRI) using enclosure (9). The PDR System is intended to provide a structured, yet flexible records system to meet the Coast Guard's continuing, diverse needs. The Coast Guard welcomes recommendations to improve this system.

10. FORMS AVAILABILITY.

- a. Engineering Logistics Center Baltimore stocks the Personnel Data Record (PDR),

Encl. (1) to COMDTINST M1080.10E

CG-5354; its stock number is 7530-01-GF3-0590; its unit of issue is EA (each).

- b. The BAQ/Dependency/Emergency-Data/SGLI form is an electronically generated form. Produced only in conjunction with an SDA II transaction, this form is not authorized for distribution as a blank form.

/s/ F.L. AMES
Assistant Commandant for Human
Resources

- Encl:
- (1) Table of Document Filing Locations
 - (2) Personnel Record Guidelines
 - (3) Headquarters (HQ) PDR Structure
 - (4) Personnel Reporting Unit (PERSRU) PDR Structure
 - (5) Unit PDR Structure
 - (6) Access to and Disclosing PDR Documents
 - (7) Disclosure Log
 - (8) Separation Documents Checklist
 - (9) Suggestions for Improving the Military Personnel Data Records System

TABLE OF DOCUMENT FILING LOCATIONS

The number following the letter designation indicates in which section of the PERSRU or UNIT PDR the document is to be filed. No location is given for electronically stored documents.

The first column, labeled with an "N" is used to denote nonstandard distribution. Refer to the notes at the end of this table for additional information.

O = Original paper document
 C = Paper copy
 EI = Electronically imaged and stored document
 DB = Data Base (includes summary printouts)

| N | DOCUMENT/ TRANSACTION | HQ | | PERSRU | UNIT |
|---|----------------------------------|-----|-----|--------|-------|
| | | ENL | OFF | | |
| | CG-2520 | EI | | O1 | |
| | CG-2842 | EI | | O2 | |
| N | CG-3029A | | | | O1 |
| | CG-3211 | EI | | O1 | |
| | CG-3301 | EI | | O1 | |
| | CG-3301A | EI | EI | O1 | |
| | CG-3301B | EI | | O1 | |
| | CG-3301C | EI | | O1 | |
| | CG-3303 | EI | | C2 | |
| N | CG-3303C (Series) | | | | O1 |
| | CG-3304 | EI | | O2 | |
| | Court Memorandum Transaction Log | C | | O2 | |
| | CG-3306 | DB | | DB/O2 | DB/C4 |
| N | CG-3307(all) | EI | EI | O2 | C2 |
| | CG-3453 | | | O1 | |
| | CG-3309 | EI | | | |
| N | CG-3698A | | | | |
| N | CG-3788A | | | | C4 |
| N | CG-3788B | | | | C4 |
| N | CG-3788C | | | | C4 |
| | CG-3822 | EI | EI | O2 | |

| N | DOCUMENT/ TRANSACTION | HQ | | PERSRU | UNIT |
|---|--------------------------|-----|-----|--------|------|
| | | ENL | OFF | | |
| | CG-3853 | | | C4 | |
| | CG-4082 | | EI | | |
| | CG-4170A | EI | EI | O4 | C4 |
| | CG-4175A | | | C2 | |
| | CG-4328D | | EI | | |
| | CG-4671 | | | C2 | |
| | CG-4714 | EI | EI | | |
| | CG-4916 | EI | EI | C1 | |
| | CG-5131 | | | C4 | |
| | CG-5209 | | | O3 | |
| | CG-5286 | | | O2 | C1 |
| N | CG-5310 (Series) | | EI | | |
| | CG-5311 | | EI | | |
| | CG-5312 | | EI | | |
| | CG-5313 | | EI | | |
| | CG-5314 | | EI | | |
| | CG-5315 | | EI | | |
| | CG-5315A | | EI | | |
| | CG-5316 | | EI | | |
| | CG-5317 | | EI | | |
| | CG-5411 | EI | EI | O1 | |
| | CG-5412 | EI | EI | O2 | |
| N | CG-5525 | | | C1 | C4 |
| | CG-5588 | | | | C3 |
| | CG-9556 | | EI | O1 | |
| | CGHQ-2511B | EI | EI | C2 | |
| | CGHQ-3433 | EI | EI | | |
| | CGHQ-4290 | EI | EI | C2 | |
| | CGHQ-4717 | EI | EI | C2 | |
| | CGHQ-4973 | EI | EI | | |
| | | | | | |
| | CGHSIC-1071 | EI | EI | O2 | |
| | CGHSIC-1072 | EI | EI | O2 | |
| | CGHSIC-4700 (Series) | EI | EI | C4 | |
| | | | | | |
| | DD-4 (with annexes) | EI | EI | O1 | |

| N | DOCUMENT/ TRANSACTION | HQ | | PERSRU | UNIT |
|---|-------------------------------------|-----|-----|--------|------|
| | | ENL | OFF | | |
| | DD-108 | EI | EI | | |
| | DD-214 | EI | EI | C1 | |
| | DD-215 | EI | EI | C1 | |
| | DD-368 | EI | EI | O1 | |
| | DD-553 | EI | EI | O2 | |
| | DD-1172 | | | C4 | |
| | DD-1882 | EI | EI | | |
| | DD-1883 | EI | EI | | |
| | DD-1966 | EI | | O1 | |
| | DD-2058CG | | | O3 | |
| N | DD-2366 | EI | EI | O2 | |
| | DD-2384-1 | EI | EI | O2 | |
| | DD-2494 | | | C3 | |
| | DD-2494-1 | | | C3 | |
| | DD-2648 | EI | EI | O1 | |
| | | | | | |
| N | SF-312 | | | | C3 |
| | SF-1199A | | | O3 | |
| | SGLV-8285 | EI | EI | O4 | |
| | SGLV-8286 | EI | EI | O4 | C4 |
| | | | | | |
| N | OPNAV 5510/413 | EI | EI | | C2 |
| | | | | | |
| N | VA-21-3101 | EI | EI | | |
| | Active Duty Agreements | EI | EI | O1 | |
| | Application For Dir. Commission. | EI | EI | | |
| N | Award Citations | EI | EI | C2 | |
| | Boards: | | | | |
| | Administrative Discharge. | EI | | C2 | |
| | BCMR decisions | EI | | | |
| | MED/PE | EI | | C2 | |
| | PRRB decisions | EI | | | |
| | | | | | |
| | Disclosure Log | O | O | O2 | O4 |
| | Educational Transcripts/GED results | EI | EI | | |

| N | DOCUMENT/ TRANSACTION | HQ | | PERSRU | UNIT |
|---|---|-----|-----|--------|-------|
| | | ENL | OFF | | |
| | Entire separation package when separation directed by CGPC, MLC, District, TRACEN Cape May, or CG Academy | EI | EI | O1 | |
| | Letter(s) of/for/ authorization: | | | | |
| | Alcohol Incident | EI | EI | O2 | |
| | | | | | |
| | Appointment | EI | EI | O1 | |
| N | Course Completion. | | | O2 | |
| N | Designation | | | O2 | |
| N | Req for Advance/Restoration/Change in Rate, Removal of Designator or Promotion | EI | EI | | |
| | Designation as CG Aviator | EI | EI | | |
| | Designation as Law Specialist | EI | EI | | |
| | Integration/Extension | EI | EI | C1 | |
| | Non-Selection/Lock-in | EI | EI | C2 | |
| | Obligating Service | EI | EI | C1 | |
| | | | | | |
| | Removal/Relief for Cause (Ltr/CG-3307) | EI | EI | C2 | |
| | | | | | |
| | Weight Compl (Ltr/CG-3307) | EI | EI | C2 | |
| | 27 Point Screen | EI | EI | C2 | |
| | 20 Years Service | EI | EI | C2 | |
| | | | | | |
| | Officer Prom.List (OPAL) | | | C2 | |
| | Orders: | | | | |
| | Recall | EI | EI | C1 | |
| | Separation/Retirement | EI | EI | C1 | |
| | Personnel Data Info File (PDIF) | | | | DB/C4 |
| | Punitive Letters | EI | EI | | |
| | Report(s) of: | | | | |
| | Civil arrest letter | EI | EI | | C2 |
| | Reserve Point Statements - Other Service | | | C2 | |
| | Summary Sheet | EI | | | |

Note: Many forms listed above are obsolete, e.g., CGHQ-4290, CGHQ-4717, CG-3303, CG-3309. Though no longer authorized for use, retain the original paper documents in their current location for historical purposes.

N = Non-standard distribution notes

| | |
|------------------|--|
| CG-3029 | If the unit does not maintain a Unit PDR, file in the PERSRU PDR. |
| CG-3303C(series) | If the unit does not maintain a Unit PDR, the unit CO or OINC retains. |
| CG-3307 | Send copy with original CG-3788 (series) to CG HRSIC (ADV). |
| CG-3788 (series) | <u>Regular/Reserve:</u> CG HRSIC (ADV) enters marks from original forms into master marks DB, then destroys them. Temporarily maintain copies of forms in the Unit PDR until marks summary sheet is received, as outlined in the Personnel Manual, COMDTINST M1000.6 (series). |
| CG-5525 | File a copy of this form in the PERSRU PDR until the member's military obligation is complete or the member is assigned to a Selected Reserve (SELRES) Billet, whichever occurs first. |
| CG-5310 (series) | CGPC enters original OERs into electronic imaging system, then mails to Reported-on Officer. |
| DD-2366 | Original to PERSRU PDR for filing; copy to CG PC (adm-3); second copy to member. |
| OPNAV 5510/413 | Copy to CG PC (adm-3) for reports of civil arrest or conviction. |
| SF-312 | Send original to Commandant (G-WKS-5); include CG-5588 as a source document. |

Award Citations Send only personal and unit awards requiring entry into PMIS/JUMPS; the Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), lists all awards to be filed. Type member's SSN in upper right corner of citation before sending to PERSRU for processing and Commander, CGPC (adm-3) for filing. The award citation filed in the PERSRU PDR is considered a temporary document.

Letter of:
Designation/ Course
Completion If another PDR entry does not support Letter Designation and Course Completion information or the Coast Guard does not track it electronically in a personnel information system, file in the appropriate PDR section.
Example: Do not file Letter Designation as OINC in the PDR;
PMIS/JUMPS should have issued the member the appropriate enlisted qualification code. Do not file CG Institute course completion information; the Institute records it electronically and provides the member a completion letter.

Request for:
Advance/
Restoration/
Rate Change,
Removal of
Designator,
Promotion These are requests for advancement/restoration/change in rate, removal of designator or promotion which are forwarded to Commander, CGPC (epm-1) for final decision.

PERSONNEL DATA RECORD GUIDELINES

1. Maintaining the PDR.

- a. HQ will maintain the PDR electronically as computer images. Units shall send the best possible copy of original documents for scanning into the electronic imaging system. Effective 60 days from the date of this instruction, we will employ these imaging practices:
 - (1) When CGPC (adm-3) receives documents to image, it shall complete the imaging process (scan, QC, index) and retain in batch files. When CGPC (adm-3) completes the imaging process, it will advise COMDT (G-WRI), which will back up the images and advise CGPC (adm-3) when each batch number's off-site backup is completed. Only after COMDT (G-WRI) confirms the off-site backup is secure will CGPC (adm-3) destroy the paper batch file, in accordance with the CG Freedom of Information and Privacy Acts Manual, COMDTINST M5260.3 (series).
 - (2) As stated in Paragraph 1.a.(1) above, paper documents will be destroyed after scanning, not filed in the physical PDR. If a physical PDR exists, CGPC (adm-3) will retain it until the member separates.
 - (3) HQ PDR paper files will be structured as enclosure (3) outlines.
 - (4) Officer selection boards, assignment panels, and warrant officer appointment boards do not receive Administrative Reports and Boards, which are maintained physically separate from the folder.
- b. Enclosure (4) outlines the PERSRU PDR structure. Do not remove a Reservist's documents from a PDR when he or she reports to active duty for any period.
- c. The Unit PDR is optional. Each command will decide whether to maintain Unit PDRs. This instruction does not authorize units not maintaining PDRs to subsequently shift additional work to another unit nor does it change command responsibilities. Enclosure (5) outlines the unit PDR structure. Units may file copies of other documents not listed in enclosure (5) in the Unit PDR at the commanding officer's discretion. Unit PDRs can vary, depending on what the unit commanding officer deems necessary. Commands are not authorized to retain personnel, pay, or travel documents in any command files. If retained, they must be kept in a PDR (CG-5354). The only exception is travel claim packages; enclosure (6) prescribes protection and release standards for these files.
- d. The HQ and PERSRU PDR shall contain only documents prescribed by this Manual filed in the PDR's designated section. The directives requiring PDR documents and transactions contain directions for completing these documents. Address unresolved questions to Commander, CGPC (adm-3). File only the original or best available copy,

depending on the required distribution, of any document. Commands sending documents to CGPC (adm-3) should ensure the document is clean, whole, and the most legible, complete copy available.

- e. File all PDR documents in the order listed, top to bottom, by form type chronologically within each section; e.g., file all CG-3307s together in the appropriate section with latest date on top to the oldest on the bottom except only for the PERSRU PDR's Section I; file its documents chronologically, with the oldest document on bottom and most recent on top, regardless of form type.
- f. One of this Instruction's objectives is to eliminate duplicate records. Commands collocated with their own PERSRU are not expected to maintain Unit PDRs; however, if these units do so, they **WILL NOT** duplicate PERSRU PDR documents in the Unit PDR.
- g. Group and Section commanders must determine at what level within their command they will maintain personnel, pay, and travel documents. Whenever possible, the Group or Section office will maintain these documents to minimize the administrative workload on subordinate commands having limited administrative support.

2. Opening a Personnel Data Record, CG-5354.

- a. These accession entry commands will open the PERSRU PDR for each member who enters the Coast Guard or Coast Guard Reserve:
 - (1) Academy for cadets and Officer Candidate School (OCS);
 - (2) TRACEN Cape May for recruits;
 - (3) Servicing PERSRUs for personnel (direct shippers) reporting directly from any other location not listed in 2. a.(1)-(3) above.
- b. If service is continuous and the PDR still serviceable, a PERSRU or Unit does not need to open a new PDR on reenlistment, extension, integration, etc.
- c. When a former Coast Guard or Coast Guard Reserve member re-enters active duty, the Human Resources Services and Information Center (HRSIC) must retrieve the NPRC PDR from the National Personnel Records Center to validate pay base dates. HRSIC then will send the NPRC PDR to Commander, CGPC (adm-3), who will make electronic images of necessary documents and then store the NPRC PDR until a subsequent separation.
- d. When Coast Guard Reservists enter on extended active duty or reenlist in the regular Coast Guard, the servicing PERSRU will send the PERSRU PDR and MED PDR to the new servicing PERSRU.

3. Transmitting the PDR on PCS Transfer.

- a. PERSRU PDR. Hand carrying the PERSRU PDR is not authorized. Mail the PERSRU PDR via regular mail by 5 days after the member's departure date. Using registered, certified, or express shipments is not authorized.
- b. Unit PDR. **Hand carrying the Unit PDR is authorized and encouraged** to help reduce mailing costs. If the member elects not to hand carry the PDR or the commanding officer directs mailing it, the field unit will mail the Unit PDR to the member's new unit, not the PERSRU, via regular mail by 2 days after the member's departure date. **Using registered, certified, or express mail is not authorized.** If the gaining unit does not maintain Unit PDRs, it nonetheless will retain the Unit PDR. Persons releasing information from the record will make appropriate disclosure log entries when necessary.
- c. Missing PDR. In either case, if the gaining unit or PERSRU does not receive the PDR within 5 days after the member reports, it will contact the previous unit or PERSRU as applicable to locate the record.

4. Transmitting the PERSRU PDR for Members Assigned TAD, ADSW-RC, ADSW-AC.

- a. For TAD, ADSW-RC, ADSW-AC longer than 60 days, the forwarding requirements described in 3.a. above apply. When sending a PDR to another PERSRU, direct coordination is important, because the PERSRU also must transmit the SDA II Member File.
- b. For TAD, ADSW-RC, ADSW-AC shorter than 60 days, the permanent unit's servicing PERSRU will retain and maintain the PERSRU PDR.

5. PDR Review.

- a. Servicing PERSRUs must afford commanding officers and their authorized officials, e.g., executive officer, department heads, personnel officer, etc., an opportunity to review the PERSRU PDR and copy the documents they need to carry out their responsibilities. The servicing PERSRU and unit commanding officer will determine how to accomplish this.
- b. Record custodians must review the PERSRU and Unit PDR to ensure the information collected and used to administer our personnel programs is correct. **It is highly desirable to conduct these reviews jointly with the member.** These reviews must include at least these actions: screening for misfiled or temporary documents, identifying incorrect information; or other requirements to update various documents and transactions, e.g., BAQ/Record of Emergency Data Information, CG-4170A. Review the PDR on:

- (1) Reenlistment;
- (2) PCS departure or arrival;
- (3) Discharge and appointment to warrant officer;
- (4) From temporary to permanent commissioned status,
- (5) On reporting for TAD longer than 60 days;
- (6) Two years since last review.

c. Temporary Documents. A "temporary" document is an official document that:

- (1) Changes or is replaced monthly or quarterly.
- (2) Has been superseded by a later similar document or whose action no longer pends;
- (3) Has been reflected in a member's:
 - (a) Monthly Leave and Earnings Statement (LES), except CG-4170A transactions;
 - (b) Personnel Data Information File (PDIF);
 - (c) Change in status;
 - (d) Other official documents retained or a matter of record.
- (4) At PERSRUs the SDAII software application replaced PMIS/JUMPS forms. The basis for recording transactions and events in SDAII is worksheets, message traffic, e-mail, letters, or other correspondence with any supporting documentation. SDAII transaction logs or other source documents identified above become "temporary" documents; PERSRUs shall retain these documents until PMIS/JUMPS forms are posted or superseded by a later "temporary" document. The Court Memorandum transaction log print out is a permanent document.
- (5) PERSRUs shall remove temporary documents and transactions from the PDR and shred them after they have served their purpose, unless a member requests them.
- (6) Purging documents such as Court Memorandums and other types of derogatory information is unlawful, unless official policy, regulation, Commander, CGPC (adm-3), PRRB, or BCMR directs removal.

6. Terminating PDR Maintenance. Discontinue maintaining a PDR for any of these reasons:

- a. Discharge without immediate enlistment or reenlistment in the Reserve.
- b. Retirement (RET-1 and RET-2 for Reserves).

- c. Missing, including those Coast Guard members determined absent in a status of:
 - (1) Missing in action;
 - (2) Interned in a foreign country;
 - (3) Captured, beleaguered, or besieged by a hostile force;
 - (4) Involuntarily detained in a foreign country;
 - (5) Desertion as described in the Personnel Manual, COMDTINST
- 1. M1000.6 (series), Article 8.
- d. Death.
- 7. Disposing of PDRs.
 - a. This guidance applies on discharge WITHOUT immediate reenlistment, enlistment in the Coast Guard Reserve, or retirement:
 - (1) The unit must obtain the MED PDR (health and dental records) from the servicing medical facility and send the MED PDR and any original documents from the Unit PDR, e.g., CG-3303C (series), to the servicing PERSRU within 2 days after the member separates.
 - (2) Give the member the remainder of the Unit PDR and his or her separation documents, e.g., DD-214, DD-256CG, etc.
 - (3) Within 5 days of a member's separation the servicing PERSRU must send the original documents to Commander, CGPC (adm-3) using the Separation Checklist in enclosure (8) and ensuring the document package contains the MED PDR. DO NOT send the PERSRU PDR folder. Give the member the rest of the PERSRU PDR.
 - (4) Commander, CGPC (adm-3) must:
 - (a) Print all the member's imaged documents and establish the HQ PDR.
 - (b) Consolidate the HQ PDR and servicing PERSRU's separation documents to form the NPRC PDR, which should contain only the original or one copy of PDR documents.
 - (c) Maintain this consolidated NPRC PDR at HQ for six months after separation. After six months, send the NPRC PDR to the National Personnel Records Center (NPRC), St. Louis, MO, for storage
 - (d) Send the MED PDR to the Department of Veterans Affairs with a photocopy of the final DD-214's copy 3.

- b. On release from active duty with concurrent transfer to the Coast Guard Reserve or discharge from active duty with immediate Coast Guard Reserve enlistment, units must:
 - (1) Obtain the MED PDR (health and dental records) from the servicing medical facility. Send it and any original Unit PDR documents, e.g., CG-3303C (series), to the servicing PERSRU within 2 days after the member separates.
 - (2) Give the member the remainder of the Unit PDR and his or her separation documents, e.g., DD-214, DD-256CG, etc.
 - (3) Within 5 days after separation the PERSRU, using enclosure (8), must send the required separation documents to Commander, CGPC (adm-3).
 - (4) Send the PERSRU PDR to the new servicing PERSRU for the member's new assigned unit. Send the MED PDR with copies of these documents to Commander, Integrated Support Command (PF) where the member will reside after separation:
 - (a) Certificate of Release or Discharge from Active Duty, DD-214;
 - (b) Marks, CG-3306, for current enlistment only;
 - (c) Standard Travel Orders, CG-5131.
- c. On determining a member is a deserter:
 - (1) Units must obtain the MED PDR (health and dental records) from the servicing medical facility and will send the MED PDR and UNIT PDR to the servicing PERSRU within 2 days after member is declared a deserter.
 - (2) Within 5 days after a member is declared a deserter, the servicing PERSRU must send the Unit PDR, PERSRU PDR, and MED PDR to Commander, CGPC (adm-3), who will consolidate the PDRs and maintain the file.
- d. When a member dies:
 - (1) Within 2 days after death the unit must obtain the MED PDR (health and dental records) from the servicing medical facility and send the MED PDR and Unit PDR to the servicing PERSRU.
 - (2) Within 5 days after death the servicing PERSRU must send the Unit PDR, PERSRU PDR, and MED PDR to Commander, CGPC (adm-3).

8. Lost PDRs. The Unit or PERSRU must reconstruct the PDR and if necessary request copies of documents maintained in the HQ PDR.

Headquarters (HQ) PDR Structure

| | |
|-------------|--|
| CG-2520 | Application for Enlistment |
| CG-2842 | Notification of Removal of Absentee Wanted by Armed Forces |
| CG-3211 | OCS Agreement |
| CG-3301 | Enlistment Contract |
| CG-3301A | Statement of Understanding (original CG enlistment) |
| CG-3301B | Agreement to Extend Enlistment |
| CG-3301C | Discharge & Reenlistment Contract |
| CG-3303 | Achievement Sheet |
| CG-3304 | Court Memorandum or SDA II transaction log printout |
| CG-3306 | Marks |
| CG-3307 | Administrative Remarks (all) |
| CG-3309 | Injury Report(s) |
| CG-4082 | Officer Education Record |
| CG-4170A | BAQ/Dependency/Emergency Data and SGLI Validation |
| CG-4328D | Officer Fitness Report |
| CG-4714 | Reserve Points from Previous Service |
| CG-4916 | Initial Active Duty Information Form |
| CG-5310 | Officer Evaluation Report (OPR/OER)--CAPT |
| CG-5311 | Officer Evaluation Report (OPR/OER)--CDR |
| CG-5312 | Officer Evaluation Report (OPR/OER)--LCDR |
| CG-5313 | Officer Evaluation Report (OPR/OER)--LT |
| CG-5314 | Officer Evaluation Report (OPR/OER)--LTJG |
| CG-5315 | Officer Evaluation Report (OPR/OER)--ENS |
| CG-5316 | Officer Evaluation Report (OPR/OER)--CWO |
| CG-5317 | Officer Evaluation Report (Reserve Officer 6-29 days) |
| CG-5311 | Officer Evaluation Report (OER)--Level I (Rev. 12/88, 5/92) |
| CG-5312 | Officer Evaluation Report (OER)--Level II (Rev. 12/88, 5/92) |
| CG-5313 | Officer Evaluation Report (OER)--CAPT (Rev. 12/88, 5/92) |
| CG-5411 | Statement of Understanding (SELRES GI Bill) |
| CG-5412 | Termination/Recoupment Data (SELRES GI Bill) |
| CG-9556 | Acceptance & Oath of Office |
| CGHQ-2511B | Statement of Creditable Service or equivalent document(s) |
| CGHQ-3433 | Statement of Service-Retired Personnel |
| CGHQ-4290 | Transcript of Sea Service or equivalent |
| CGHQ-4717 | Statement of Service or equivalent |
| CGHQ-4973 | Computation of Retirement Points |
| CGHSIC-1071 | Statement of Creditable Service |
| CGHSIC-1072 | Statement of Creditable Sea Service |

| | |
|------------|---|
| DD-4 | Enlistment/Reenlistment Document, Armed Forces of the United States |
| DD-108 | Application for Retired Pay & Benefits |
| DD-214 | Certificate of Release/Discharge from Active Duty |
| DD-215 | Correction to DD-214 |
| DD-368 | Request for Discharge or Clearance from Reserve Component |
| DD-553 | Deserter/Absentee Wanted by the Armed Forces |
| DD-1882 | Survivor Benefit Plan Election Change |
| DD-1883 | Survivor Benefit Plan Election Certificate |
| DD-1966 | Record of Military Processing |
| DD-2366 | Montgomery GI Bill Act of 1984 (MGIB)(May 90) |
| DD-2384-1 | Notice of Basic Eligibility (NOBE)(Nov 91) |
| DD-2648 | Pre-separation Counseling Checklist |
| SGLV-8285 | Request for Insurance (SGLI) |
| SGLV-8286 | SGLI Election |
| VA-21-3101 | VA Claim (request for information) |
| --- | Active Duty Agreements |
| --- | Administrative Discharge Boards |
| --- | Application for Direct Commission |
| --- | Award Citations |
| --- | Board for Correction of Military Records (BCMR) |
| --- | Disclosure Log |
| --- | Educational Transcripts |
| --- | Entire separation package if CGPC, MLC, District, TRACEN Cape May, or Superintendent CGA directed separation |
| --- | GED results |
| --- | Letter of Alcohol Incident |
| --- | Letters of Appointment |
| --- | Letter of Designation as CG Aviator/Law Specialist |
| --- | Letters of Integration/Extension |
| --- | Letters of Non-Selection/Lock-in |
| --- | Letters obligating service |
| --- | Letters/CG-3307 Removal/Relief for Cause |
| --- | Letter for 27-Point Screening |
| --- | Letter for 20 Years' Service |
| --- | Personnel Record Review Boards (PRRB) |
| --- | Physical Evaluation (PE) Boards |
| --- | Punitive Letters |
| --- | Recall Orders |
| --- | Report of Civil Arrest |
| --- | Report(s) of Civil Conviction |
| --- | Report of Investigation |
| --- | Request for Advancement/Restoration/Change in Rate, Removal of |

| | |
|-----|-----------------------------------|
| --- | Designator, Promotion |
| --- | Separation/Retirement Orders |
| --- | Summary Sheet |
| --- | TRACEN Cape May Recruit Personnel |
| --- | Weight Compliance (Letter) |

Personnel Reporting Unit (PERSRU) PDR Structure

Section 1: Accession and Separation(s)

File chronologically, with the oldest documents on the bottom and the newest on top.

| | |
|----------|---|
| CG-2520 | Application for Enlistment |
| CG-3211 | OCS Agreement |
| CG-3301 | Enlistment Contract |
| CG-3301A | Statement of Understanding |
| CG-3301B | Agreement to Extend Enlistment |
| CG-3301C | Discharge & Reenlistment Contract |
| CG-4916 | Active Duty Initial Information Form |
| CG-5411 | Statement of Understanding (SELRES GI Bill) |
| CG-5525 | CG Reserve Assignment Request and Orders |
| CG-9556 | Acceptance & Oath of Office |
| DD-4 | Enlistment/Reenlistment Document, Armed Forces of the United States |
| DD-214 | Certificate of Release or Discharge from Active Duty |
| DD-215 | Correction to DD-214 |
| DD-368 | Request for Discharge or Clearance from Reserve Component |
| DD-1966 | Record of Military Processing |
| DD-2648 | Pre-separation Counseling Checklist |
| --- | Active Duty Agreements |
| --- | Appointment Letters |
| --- | Integration/Extension Letters |
| --- | Letters Obligating Service |
| --- | Recall Orders |
| --- | Separation/Retirement Orders |

Section 2: Career Documentation

| | |
|----------|---|
| (Top)--- | Disclosure Log (see enclosures (6) and (7) for instructions) |
| CG-2842 | Notice of Removal of Absentee Wanted Notice |
| CG-3029A | Individual Record of Small Arms Training |
| CG-3303 | Achievement Sheet |
| CG-3304 | Court Memorandum or Transaction Log Printout from SDA II |
| CG-3306 | Marks/Data Base Summary Printout |
| CG-3307 | Administrative Remarks (all) |
| CG-3822 | Injury Report(s) |
| CG-4175A | Annual Reserve Retirement Point Statement (current only) |
| CG-4671 | Disability Orders & Notification of Eligibility for Disability Benefits |
| CG-5286 | Class A School Training Request (remove on orders to "A" school) |
| CG-5412 | Termination/Recoupment Data (SelRes GI Bill) |

| | |
|-------------|---|
| CGHQ-2511B | Statement of Creditable Service |
| CGHQ-4290 | Transcript of Sea Service |
| CGHQ-4717 | Statement of Service |
| CGHSIC-1071 | Statement of Creditable Service |
| CGHSIC-1072 | Statement of Creditable Sea Service |
| DD-553 | Deserter/Absentee Wanted by the Armed Forces |
| DD-2366 | Montgomery GI Bill Act of 1984 (MGIB) |
| DD-2384-1 | Notice of Basic Eligibility (NOBE) |
| SF-312 | Classified Information Non-Disclosure Agreement |
| --- | Award Citation(s) |
| --- | Administrative Discharge Board |
| --- | Training and Qualification Letters |
| --- | Course Completion Letters |
| --- | Designation Letters |
| --- | Non-Selection/Lock-in Letters |
| --- | Letters/CG-3307 Removal/Relief for Cause |
| --- | 27-Point Screening Letter |
| --- | Letter Authorizing Lateral Change in Rate |
| --- | Alcohol Incident Letter |
| --- | Officer Promotion Authorization List (OPAL) |
| --- | Physical Evaluation Boards |
| --- | Report of Civil Conviction(s) |
| --- | Reserve Letter for 20 Years' Service |
| --- | Reserve Points from Previous Service |
| --- | Weight Compliance (Letter) |

Section 3: PMIS/JUMPS Documentation

| | |
|---------------|--|
| (Top) CG-5209 | USCG Leave and Earnings Statement (3 to 12 months only) |
| DD-2494 | Tricare Active Duty Family Member Dental Plan Enrollment Election |
| DD-2494-1 | Tricare Active Duty Family Member Dental Plan Enrollment Election (Supplemental Election) |

Section 4: Dependency & Support Documentation

| | |
|---------------|---|
| (Top) CG-3853 | Personal Effects Inventory & Disposition |
| CG-4170A | BAQ/Dependency/Emergency Data and SGLI Validation (most recent only) |
| CG-5131 | Standard Travel Order for Military Personnel (most recent 2 PCSs only) |
| DD-1172 | Application for Uniformed Services Identification & Privilege Card (most recent only) |
| DD-1882 | Survivor Benefit Plan Election Change |
| DD-1883 | Survivor Benefit Plan Election Certificate |

Encl. (4) to COMDTINST M1080.10E

HRSIC-4700

(series)

SGLV-8285

SGLV-8286

Survivor Benefit Plan Election

Request for Insurance (SGLI)

SGLI Election and Certificate

Unit PDR Structure

Section 1: Training, Education, & Qualifications

| | |
|----------------|---|
| (Top) CG-3029A | Record of Small Arms Training |
| CG-3303C | Performance Qualifications |
| CG-5286 | Class "A" Training Request (remove on orders to "A" school) |

Section 2: Performance/Discipline

| | |
|---------------|--------------------------------------|
| (Top) CG-3307 | Administrative Remarks |
| --- | Report(s) of Civil Arrest/Conviction |

Section 3: Security Data

| | |
|----------------|---|
| (Top) CG-5274 | Personnel Security Record |
| SF-312 | Classified Information Non-disclosure Agreement |
| OPNAV 5510/413 | Personnel Security Action Request |
| CG-5588 | Personnel Security Action Request (Rev. 5-94) |

Section 4: General Administration

| | |
|------------|---|
| (Top)--- | Disclosure Log (see enclosures (6) and (7) for instructions) |
| PDIF | Personnel Data Information File (current only) |
| CG-3306 | Marks/Data Base Summary (current only) |
| CG-3788A-C | Filed until reflected on CG-3306 |
| CG-4170A | BAQ/Dependency/Emergency Data/SGLI Information (most recent only) |
| CG-5525 | CG Reserve Assignment Request and Orders |
| SGLV-8286 | SGLI Election and Certificate |

Access to and Disclosing PDR Documents

1. The Freedom of Information and Privacy Acts Manual, COMDTINST M5260.3 (series), governs the release of any information contained in this records system. Grant access to PDR information only under these conditions:
 - a. On request to the PDR's subject:
 - (1) To a representative(s) the PDR's subject has designated in writing;
 - (2) To any minor's parent or any person's legal guardian if a court of competent jurisdiction acting on behalf of that person has declared him or her incompetent;
 - b. To Coast Guard military members or Coast Guard or Department of Transportation employees who need PDR document(s) for official purposes;
 - c. When the Freedom of Information Act (FOIA) so requires;
 - d. To the Department of Veterans Affairs so it can determine a person's eligibility for benefits and use of medical facilities;
 - e. For civil or criminal law enforcement purposes. A written request must specify the information requested, the law authorizing collection of the information, and the enforcement activity for which the record is sought. The head of the local, state, or federal agency must have signed the request. Consultation with the unit's Privacy Act Coordinator is required;
 - f. When an order or subpoena signed by a judge of a court of competent jurisdiction so directs. Consultation with a legal officer is required;
 - g. To consumer reporting agencies for debts owed to the Federal Government. Coordinate the release through the legal officer processing the debt collection;
 - h. To the Department of Health and Human Services' parent locator service;
 - i. When authorized and military or Government identification, state driver's license, or other similar documents establish the identity of the person granted access. Complete the Disclosure Log in the member's PDR.
2. Handling FOIA and Privacy Act Inquiries: Refer to the Freedom of Information and Privacy Acts Manual before responding to any FOIA or Privacy Act information request.

3. Safeguarding PDRs. PDRs must have adequate administrative and physical security as prescribed in COMDTINST M5260.2 (series).
 - a. Store PDRs in cabinets or other containers attended during working hours and locked when unattended. Store large PDR files subject to heavy usage, e.g., the HQ PDR, in an attended room with controlled access; lock the room when unattended. A suitable container must protect the files comparably to a class 7110 file cabinet.
 - b. When destroying a PDR document is authorized, destruction must be so complete it prevents reconstructing or recovering the information. Destroy only by burning, shredding, or pulverizing.
4. Record on Enclosure (7) the release or disclosure of PDR System information or documents that fall under the FOIA or Privacy Act.
5. Releasing documents or information as authorized in this Enclosure's Subparagraphs 1.a. and 1.c. through 1.i. requires a record in the Disclosure Log.

DISCLOSURE LOG

| Name: | | | | |
|--|-----------------------------|--|---|---------------------------------|
| The individual subject of this record need not provide a reason (and none should be solicited) for requesting copies of documents from it or to review the record. | | | | |
| DATE OF DISCLOSURE | PORTION OF RECORD DISCLOSED | PURPOSE OF DISCLOSURE (if other than member) | NAME AND ADDRESS OF PERSON OR AGENCY TO WHOM DISCLOSURE IS MADE | INITIALS OF RELEASING AUTHORITY |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

NOTE: Retain in PDR for 5 years after the last disclosure or for the life of the record, whichever is longer. Consult current records control schedules to determine the life of the record.

LOCAL REPRODUCTION AUTHORIZED

SEPARATION DOCUMENTS CHECKLIST

SEND THESE DOCUMENTS IN COMPLETE PACKAGES ONLY TO CGPC (ADM-3)

| | |
|-------------------|----------------------|
| NAME: | |
| SERVICING PERSRU: | PERSRU PHONE NUMBER: |

| | |
|--|--|
| | Reenlistment _____ Enlistment/Reenlistment Document, DD-4 (copy only) _____ Administrative Remarks, CG-3307 (copy only) |
|--|--|

| | |
|--|--|
| | Discharge Without Immediate Reenlistment, Enlistment in CG Reserve, or Retirement _____ Medical PDR (Health Record) _____ Copy of Discharge or Retirement Orders _____ Certificate of Release/Discharge From Active Duty (DD-214), Copies 2 and 8 _____ Original Pre-Separation Counseling Checklist (DD-2648) _____ Original Administrative Remarks (CG-3307) _____ Annual Reserve Retirement Point Statement (CG-4175A) _____ Survivor Benefit Plan Election Change (DD-1883)* _____ Survivor Benefit Plan Election Certificate (DD-1882)* _____ Survivor Benefit Plan Election Certificate, HRSIC-4700 (copy only) * Applies only to USCGR members who made SBP election on completing 20 years' service and document is still in PDR. |
|--|--|

| | |
|--|--|
| | Release From Active Duty (RELAD) _____ Copy of Standard Travel Orders (CG-5131) _____ Certificate of Release/Discharge From Active Duty (DD-214), Copies 2 and 8 _____ Original Pre-Separation Counseling Checklist (DD-2648) _____ Original Administrative Remarks (CG-3307) |
|--|--|

| | |
|--|---|
| | Discharge With Immediate Enlistment in CG Reserve _____ Enlistment/Reenlistment Document, DD-4 (copy of reserve enlistment only) _____ Copy of Standard Travel Orders (CG-5131) _____ Certificate of Release/Discharge From Active Duty (DD-214), Copies 2 and 8 _____ Original Pre-Separation Counseling Checklist (DD-2648) _____ Administrative Remarks, CG-3307 (copy only) |
|--|---|

LOCAL REPRODUCTION AUTHORIZED

SUGGESTIONS TO IMPROVE THE MILITARY PERSONNEL DATA RECORD SYSTEM

| | |
|------------------|---------------|
| NAME: | |
| PERMANENT UNIT: | PHONE NUMBER: |
| SERVICING PERSRU | |

| |
|--|
| • SUGGESTED IMPROVEMENT(S) • |
| |
| • HEADQUARTERS ACTION ON SUGGESTION(S) • |
| |

LOCAL REPRODUCTION AUTHORIZED

Mail to: Commandant (G-WRI)
U. S. Coast Guard
2100 Second St., S.W.
Washington, DC 20593-0001